



OFFICE OF BOARDS AND COMMISSIONS (OBC) PREQUALIFICATION FACT SHEET FOR **CONTRACTORS**



Who must be Prequalified?

All firms, whether prime contractors or subcontractors, intending to bid or perform on contracts with the City of Baltimore in the amount of \$50,000 or greater.

Who approves Prequalification?

- OBC recommends contractors for approval. The City's Board of Estimates (BOE) grants final approval.

Difference between Prequalification and M/WBE Certification:

- **Prequalification Certificate** verifies a firm's ability to self-perform their work, through review of its professional experience, equipment and financial capacity and backlog of existing contracted work.
- **M/WBE Certification** is a process whereby the Minority and Women's Business Opportunity Office (MWBOO) in the City's Law Department verifies the legitimacy of a firm seeking a City classification as an Minority- and/or Woman-Owned Enterprise. MWBOO can be reached at (410) 396.4355 and or: <http://law.baltimorecity.gov/minority-and-womens-business-opportunity-office>

When must a contractor be prequalified?

- Prime Contractors must be prequalified **prior** to purchasing bid documents and submitting a bid.
- Subcontractors must be prequalified **prior** to commencing work.

Where can you apply for prequalification?

Submit a completed Contractors Application and appropriate documentation to:
Office of Boards and Commissions
4 S. Frederick St., 4th Floor
Baltimore, Maryland 21202
410-396-6883

DOWNLOAD APP

<http://dpwapps.baltimorecity.gov/prequalmobile/>



Is there an application fee?

Fees are determined by the financial statement submitted for work capacity:
Compiled - \$100 / Reviewed - \$500 / Audited - \$1,000.

How long does it take to become prequalified?

- Contractors should allow a minimum of 35 business days for applications to be completed.
- An *incomplete* application and *references* are the primary cause for delays.

How often am I required to renew my prequalification?

Prequalification for **Contractors expires Two (2) years** from BOE approval date.
Financial Statements for Contractors are required to be filed annually.